

STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA

A Member of the University of Louisiana System

INVITATION TO BID

TO

FURNISH AND DELIVER
Digital Cameras, Cases and Accessories for
The Visual Arts Department

ISSUING AGENCY: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402
Phone: (985) 549-2064

DIRECTOR OF PURCHASING: Ed Gautier

PROCUREMENT SPECIALIST: Janet S. Danna
Telephone: (985) 549-5414

REQUISITIONED BY: John Valentino
Telephone: (985) 549-5377

RELEASE DATE: April 8, 2011

BID OPENING DATE: May 2, 2011

BID OPENING TIME: 2:00 PM

BID OPENING LOCATION: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
North Oak Street Maintenance Complex
Hammond, Louisiana

NOTE: THIS SOLICITATION IS A **SEALED BID** AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.

This ITB is available in electronic form at <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp> It is available in PDF format or in printed form by submitting a written request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

**STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA**

The Southeastern Louisiana University (SLU) Purchasing Department will receive sealed bids until 2:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the SLU Purchasing Department after 2:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the SLU Purchasing Department.

Mail address:	Southeastern LA University	Delivery:	Southeastern LA University
	Purchasing Department		Purchasing Department
	SLU 10800		Property Control & Supply Bldg
	Hammond, LA 70402		2400 North Oak St.
			Hammond, LA 70402

Bids submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

INSTRUCTIONS TO BIDDERS

- 1) **Bid Forms:** All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink by an authorized representative of the bidding entity. Bid prices shall be typewritten or in ink. Bids submitted in the following manner will not be accepted: (1) bid contains no signature indicating intent to be bound; (2) bid filled out in pencil; (3) photocopy of bidder's signature; and (4) bid sent by facsimile equipment. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and time-stamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.
- 2) **Standard of Quality:** Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation document.
- 3) **Descriptive Information:** Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.
- 4) **Bid Opening:** Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting the SLU Purchasing Department during normal working hours. Written bid tabulations will not be furnished.
- 5) **Louisiana Preference:** Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.
- 6) **Signature Authority:** In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the bid must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or (2) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

GENERAL CONDITIONS

The SLU Purchasing Department reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

- 1) **Prices:** Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - SLU, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by SLU in the solicitation document.
- 2) **Payment Terms:** Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 3) **Delivery:** Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.
- 4) **Taxes:** Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) **New Products:** Unless specifically called for in the solicitation document, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.
- 6) **Default of Contractor:** Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
- 7) **Contract Cancellation:** The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.
- 8) **Applicable Law:** All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
- 9) **Equal Opportunity:** By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

A Member of the University of Louisiana System

Rvsd. 4/11

SOUTHEASTERN LOUISIANA UNIVERSITY

BID RESPONSE SIGNATURE FORM

BIDDER'S NAME: _____

TELEPHONE NO.: (____) _____ FAX NUMBER: (____) _____

ADDRESS: _____
MAILING _____ CITY _____ STATE _____ ZIP _____

SCOPE: Digital Cameras, Cases and Accessories for the Visual Arts Department here at
Southeastern Louisiana University.

I/we do hereby acknowledge receipt of the following addenda (if any):

No. _____ Dated _____ No. _____ Dated : _____

OTHER REQUIREMENTS:

Bidder shall include the cost of transportation and handling in the unit price of each item offered -
F.O.B. University, Hammond, LA.

The bidder should attach illustrations and descriptive literature of the item(s) offered to the bid
response form for evaluation purposes.

The attached General Conditions shall be a part hereof.

TO THE VENDOR:

Whenever brand name specifications or catalogue numbers are used to describe the
standard of quality, performance and other characteristics, the use of such specifications shall not
restrict, unless otherwise specified, the submission of equivalent products.

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PERSON. BID RESPONSE FORMS CANNOT BE FAXED ANY FAX RESPONSES SHALL BE
REJECTED.

TERMS: Net 30 Prox., F.O.B. University Receiving Station, Hammond, Louisiana.

TAXES: Any taxes, other than state sales and use tax, shall be included within the bidder's unit
price. The University is currently exempt from state sales and use tax.

THIS BID RESPONSE SUBMITTED BY: _____

AUTHORIZED OFFICER: _____
(Signature) (Print or Type Name)

TITLE: _____ DATE: _____

SOUTHEASTERN LOUISIANA UNIVERSITY
BID RESPONSE FORM

ITEM	DESCRIPTION OF ITEM(S)	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1.	Digital SLR Camera, 18 Megapixels with 18-55mm f/3.5-5.6 IS Auto Focus Lens with Front and Rear Lens Caps - Cannon EOS Rebel T3i camera and Cannon EF-S Lens Or Equal Offering: _____ Make/Model	20	_____	_____
2.	16GB, Secure Digital High Capacity (SDHC) UHS-I Memory Card, 45MBS - SanDisk Or Equal. Offering: _____ Make/Model	20	_____	_____
3.	Watertight Mini-D Hard Case with Foam Insert – Black 10.62" x 9.68" x 6.87" (Must hold Item # 1 listed above) Pelican 1300 Or Equal Offering: _____ Make/Model	20	_____	_____
4.	Three (3) Section Black Aluminum Tripod Legs, with Compact Ball Head 496 w/ RC2 Rapid Connect Plate Manfrotto 190XB Or Equal Offering: _____ Make/Model	20	_____	_____
5.	Universal Tripod Dolly with Handle and case (must be compatible with Item # 4 listed above). Offering: _____ Make/Model	3	_____	_____

SOUTHEASTERN LOUISIANA UNIVERSITY
BID RESPONSE FORM

ITEM	DESCRIPTION OF ITEM(S)	QUANTITY	UNIT PRICE	TOTAL AMOUNT
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6.	Blu-ray Professional BD-R, BD-RE Desktop Recorder Drive with 12x Hi-Speed USB 2.0 and FireWire LaCie d2 Or Equal	2	_____	_____
	Offering: _____ Make/Model			
7.	Steadicam type camera stabilizing system with Support Arm and Vest. Glidecam Smooth Shooter Or Equal	2	_____	_____
	Offering: _____ Make/Model			
8.	Hand-held Camera Stabilizer Glidecam HD-4000pro Or Equal	2	_____	_____
	Offering: _____ Make/Model			
9.	Three light Photo Flood Light Kits: Includes: 3 - Socket & Cordsets, 3 - 12 in. Reflectors, 3 - Aluminum Light Stands with umbrella mounts, 3 – 500-750-Watt, 3200K Photoflood Lamps, 3 - 32 in. White Umbrellas Smith Victor Or Equal	2	_____	_____
	Offering: _____ Make/Model			

A. Check the maximum delivery time the bidder can warrant delivery of the above equipment offered after receipt of a purchase order:

- () 15 days or less
() 30 days or less
() Other, State: _____

COMMENTS:

NAME OF BIDDER: _____ OFFICER INITIALS: _____